



Governor's Office of Community Initiatives

Intern Program Description - 2011

Major Projects:

Asian American Business Conference (<http://aabcmaryland.com>)

GOCI coordinates the annual AABC, which will take place in June. This is the premiere conference and networking event for the Maryland APA business community. The day of the event will be "all hands on deck"; all interns are strongly encouraged to help on-site.

Interns assigned to this project will work in the following areas:

- 1) logistics - follow up phone calls and emails for planning
- 2) registration – follow up with registrants who fill out their forms incompletely
- 3) writing/graphic design – produce pamphlet and other promotion materials
- 4) web page – keep AABC website updated

Limited English Proficiency (LEP) Access to Government

GOCI is exploring creation of statewide policy to ensure equal access to government services for LEP populations in Maryland.

Interns assigned to this project will work in the following areas:

- 1) research – become familiar with best practices for implementation
- 2) coordination – maintain contact with targeted state agencies for potential partnership with GOCI on implementation
- 3) writing – support GOCI in potential pilot program with DLLR

Annual Report (<http://asian.maryland.gov/documentsAsian/2008Report.pdf>)

GOCI compiles an annual report on its activities in the APA community. The report also contains demographic and contact information. The report is disseminated to APA organizations, state agencies, and the general public by GOCI staff. It is meant as a resource for both the APA community and those who would like to work with APA in Maryland.

Interns assigned to this project will work in the following areas:

- 1) research – compile demographic data on APA and APA-serving institutions
- 2) writing – organize data into product for dissemination

Duties:

50% Research/Writing

Interns will be asked to create a daily e-newsletter of relevant events. In addition to assigned projects, interns will receive requests for “one page” summaries on a variety of topics related to APA. Drafts are expected to be produced promptly and accurately, in easy-to-read form. Interns will also be asked to draft letters from the governor and proclamations.

25% Email/Phone communication

Interns will be asked to make requests for information, confirmation of attendance to events, and other outreach for staff. Interns will be expected to answer emails with reasonable promptness.

25% Administrative

Interns will be asked to perform various requests for office work, social media and website maintenance, and other general tasks.